Wing Climate Assessment Committee (WCAC)

SMSgt Bridget F. Batiste
Andrews AFB, MD
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Overview

Purpose and Scope

The Wing Climate Assessment Committee

Methods for Conducting Installation-wide Climate Assessment

Sample WCA Presentation

Purpose and Scope of WCA

Purpose:

A committee of key base personnel and commanders that reviews annual statistics and develops countermeasures to neutralize areas of concern related to Wing's human relations climate

WCAC Meeting Requirements:

Chaired by WG CC at least annually

Held two months following the close of the fiscal year (October or November)

Data will be provided the Chief MEO one UTA prior to the scheduled meeting

WCAC Committee Members

- Military Equal Opportunity
- Equal Employment Opportunity
- Human Resource Advisor
- Inspector General
- Security Forces
- Staff Judge Advocate
- Military Personnel Flight
- Housing Management Office
- Civilian Personnel Flight
- Command CMSgt

- Others (deemed appropriate)
  - Chaplain
  - Family Advocacy
  - Public Affairs
  - Chaplain
  - AFOSI
  - Schools Officer Liaison
  - Family Support

Purpose and Scope of WCA

Reporting Requirements:

Reviewing annual [semi-annual] statistics and trends and develop action plan to address issues that negatively impact the human relations climate

Wing CC Responsibilities:

Wing CC approves strategies and implements action plan developed by the WCAC

WCAC meetings held at his/her direction

Ensures minutes documented within 45 days & maintained

Assigns duties to WCAC members and chairs the committee

Purpose and Scope of WCA

MEO's Responsibilities:

Reserve and publicize the location

Seek and compile inputs from WCAC reps to establish agenda

Collect and present the mandatory information

Produce and maintain meeting minutes

Basically, run the show for the commander

Wing Climate Assessment Committee (WCAC)

WCAC Representative Responsibilities:

Mandatory Attendance – “will provide reps”

Provide information impacting EOT climate

Planning Committee Meetings:

Time/place, commander’s calendar, get information in advance, ensure you have mandatory **[e.g. in conjunction with JA’s Status of Discipline Briefing or CAIB]** information/attendees, pre-brief commander, know who is presenting, and practice

Wing Climate Assessment Committee (WCAC)

Establishing an Agenda:

Who, what, when, where, why, and how

Conducting Meetings:

Know who is presenting

Type of meeting/delivery

Concise/succinct

Supporting documentation/information

Meeting Minutes Format: Secretary and/or other meeting minutes; who, what, when, where, why, and how [Sample 3]

Wing Climate Assessment Committee (WCAC)

Mandatory Assessment Factors:

Analysis of UCAs

Unlawful discrimination complaints/incidents

Information may impact EOT climate, equity in:

Promotions

Involuntary separations

UIFs

Discipline (Articles 15/Courts-martial)

Awards and Decs

Methods for Conducting an Installation-wide Climate Assessment

Analysis of Previous UCAs

MEOCS

Wing-wide surveys

Out & About Observations

Marketing Strategy

- Before implementing WCAC, you must have buy-in from your wing commander
- Prepare a WCAC appointment memorandum [Sample 1], background paper [Sample 2] on WCAC and sample WCA briefing presentation [Slides 12 – 35]
- Brief wing commander on the WCAC's roles and responsibilities and what the assessment has to offer wing leadership
- Once you get the go-ahead, suspense WCAC member appointment letter through the Wing Exec – shows wing commander endorsement

Sample Wing Climate Assessment Committee (WCAC) Briefing

1 Oct 03 – 31 Mar 04

OPR: Military Equal Opportunity Office

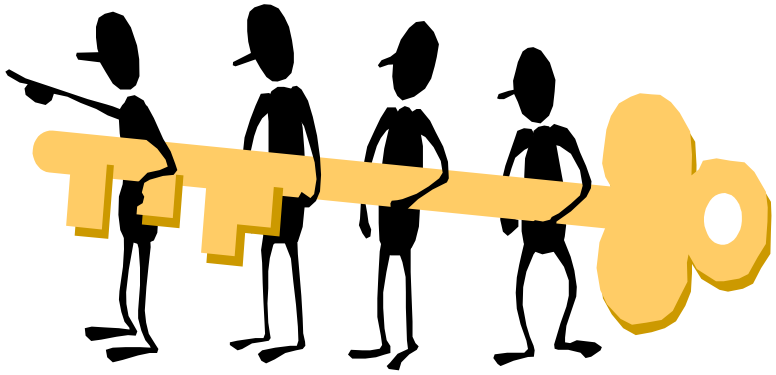
Agenda

- Background
- Demographics
- MEO Complaints, Incidents, and Referrals
- Analysis of UCAs Conducted
- Other Information that May Impact Human Relations Climate
- Areas Requiring Attention/Plan of Action and Strong Areas
- Discussion

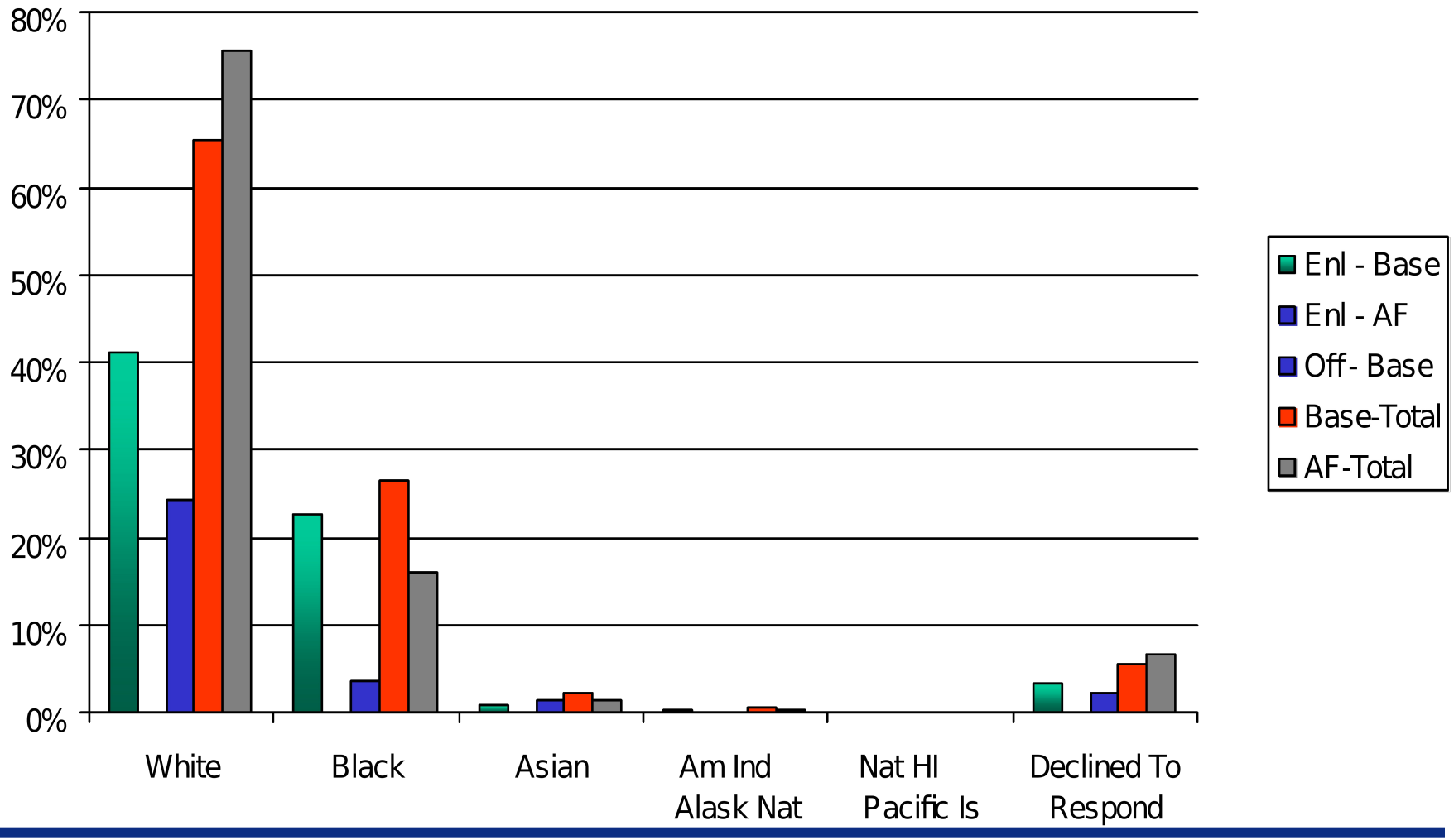
Wing Climate Assessment Committee (WCAC)

PURPOSE:

Provide the Installation Commander and unit commanders an assessment of the human relations climate in compliance with AFI 36-2706, which mandates at least 2 meetings a year



Demographics – 8,500
(Military)



Military Equal Opportunity Statistics
(Current & previous WCA numbers)

- 6 - Formal Complaints (4)
  - 3 - Race – substantiated
  - 3 - Sexual Harassment – substantiated
- 5 - Informal Complaints (4)
  - (3) Race – unresolved
  - (2) Sexual Harassment - resolved
- 4 - Incidents (2)
  - Racial slurs/graffiti
  - Racial slurs

- 35 – Assistance (16)
  - 10 - Unfair Treatment/Harassment (9)
  - 5 - Policy/Guidance (9)
  - 10 - CC Call/Briefings (2)
  - 7 - Commander-worked Issue (5)
    - Race/Sexual Harassment
    - Sexual Harassment
  - 2 - Subject Matter Expert (0)
    - Sexual Harassment
  - 1 - Other (1)

AMC EO Statistics [Oct 03 – Mar 04]: *Unavailable* – Last WCA stats below

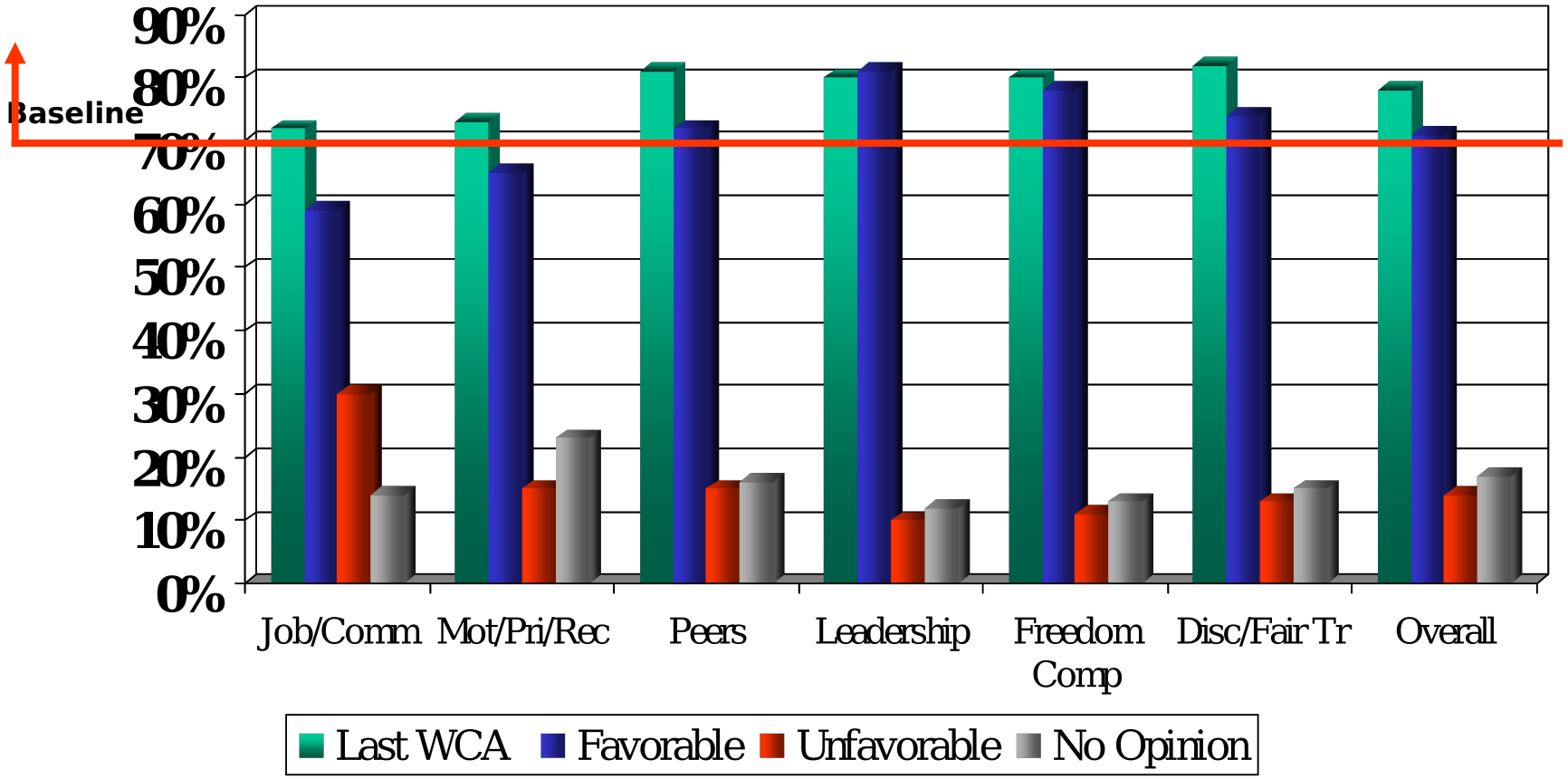
Formal: 20 (10 substantiated) Informal: 45 (27 res/17 unres/1 formal)

Commander-worked: 35 Incidents 18 (17 minor & 1 serious)

Unit Climate Assessments (UCA)

- 6 UCAs conducted – 3000 personnel surveyed
  - 35% of base military populace assessed
  - Support units
- Assessment Areas
  - Job & Community Environment
  - Motivation/Pride/Recognition
  - Peer Relationships
  - Leadership
  - Freedom to Complain
  - Discrimination/Fair Treatment
- Overall Wing Assessment
  - Slight decline; still doing well --75% favorable responses of 35% assessed (78% previous)
  - Two areas falling below 70% satisfactory baseline

UCA Analysis Results



[See Example 4 – How to Read UCA Survey Analysis Report & Compute Averages]

Equal Employment Opportunity

- 25 – Contacts [15 contacts made last WCA]
- 18 – Resolved and/or Referred
  - Core Document/Position Description (3)
  - Training (1)
  - Terms and Conditions of Employment (10)
  - Offensive Comment (1)
- 7 – Informal (Race-4, Disability-3, National Origin-1); one contained multiple category
- Of the 7 informals; 7 filed formal complaints (Race-4, Disability-3, National Origin-1, Reprisal-1); two contained multiple categories
  - 2 formal complaints last WCA
- Scott EEO Statistics
  - 30 contacts – 8 formal complaints filed

Inspector General Complaints
(Current & previous WCA numbers)

27 - Total Contacts (30)

3 - Dismissals (6)

15 - Assists (12)

5 - Referrals (6)

2 - Transfers (6)

0 - Cat I Investigations (0)

0 - Cat II Investigations (0)

2 - Congressional Inv. (9)

3 - Other (10)

- FWA allegations
- FOIA requests
- Privacy Act violations

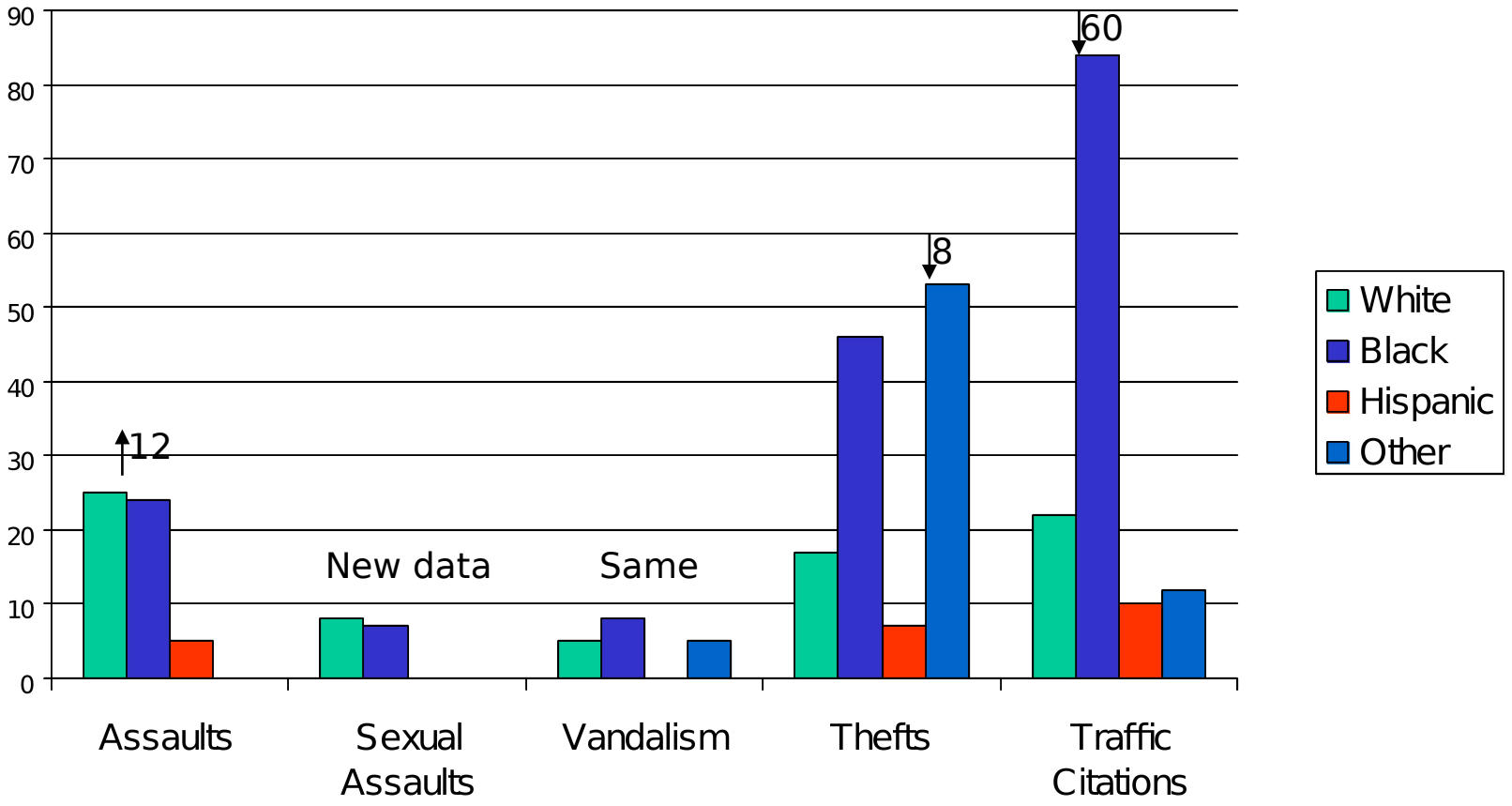
10 - Unfair treatment (15)

- Shift hours not equally shared
- Undesirable assignments
- Hostile work environment
- EPR ratings
- Discrimination

5 - Finance/Pay issues (4)

- Deserves bonus
- Mil pay issues not resolved
- Travel pay issues not resolved

Security Forces
(Criminal & Misdemeanor Incidents)



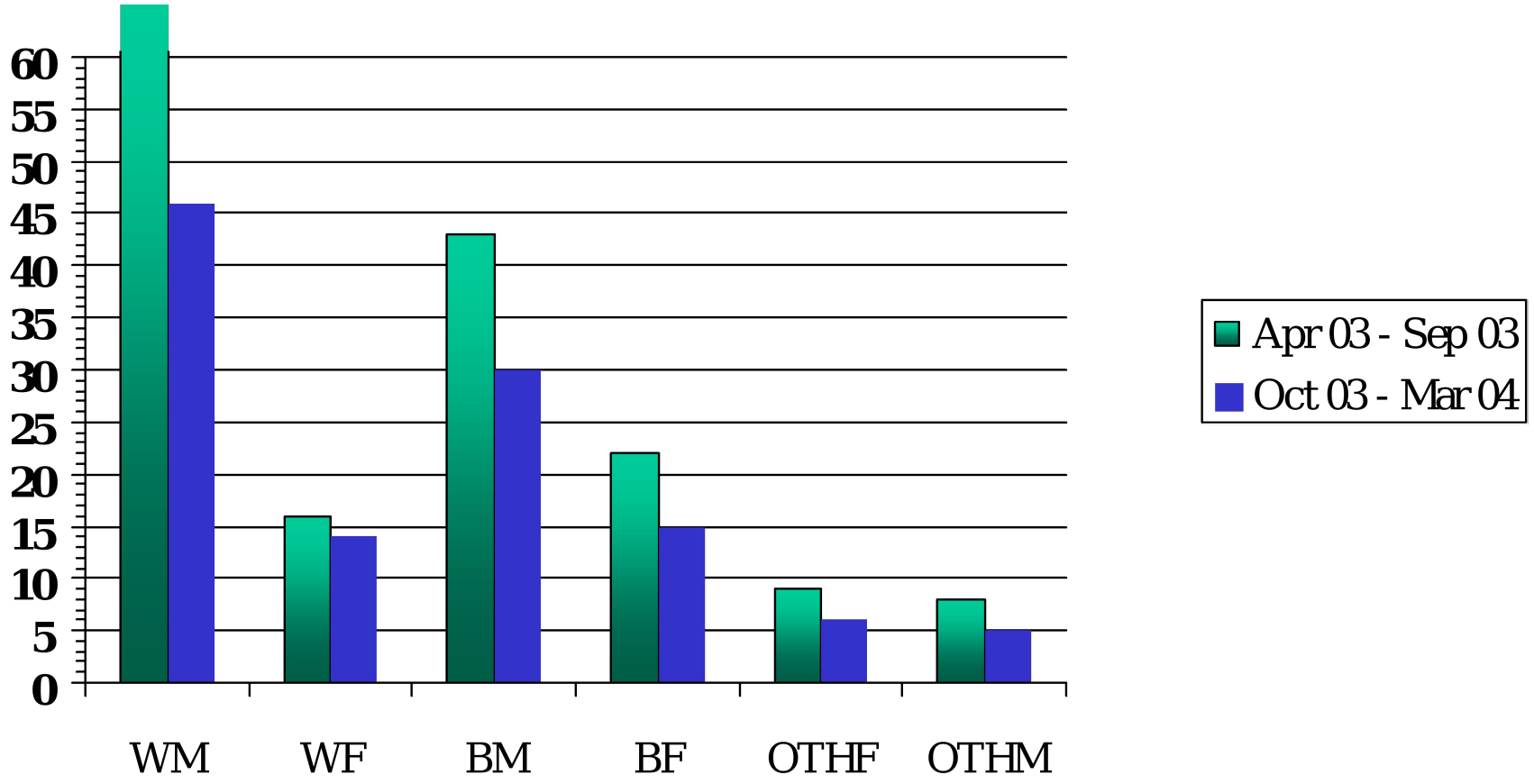
Discipline

- Courts-Martial
- Articles 15
- Involuntary Separations
  - Mandatory for WCAC consideration
  - No significant disparities or negative trends

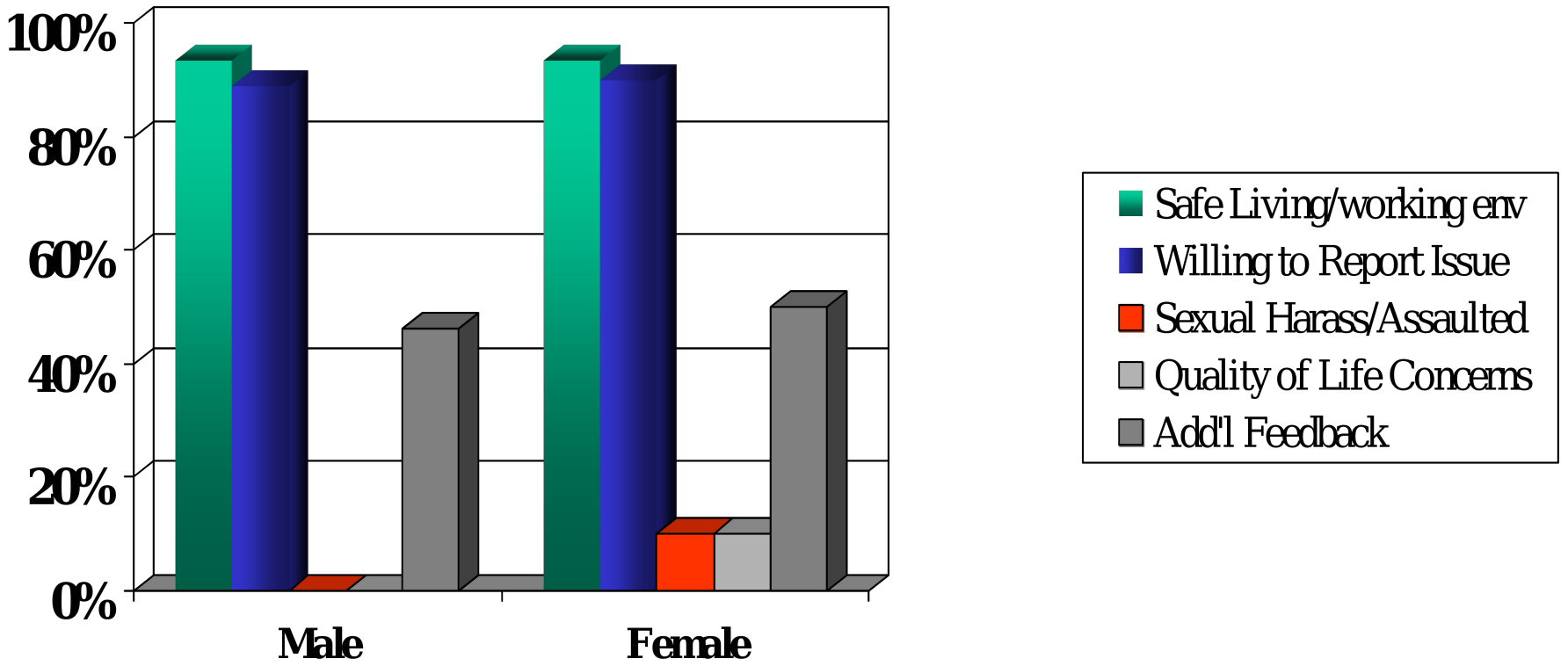
OSI Investigations

- No Reported Hate/Bias Related Crimes
- No Evidence of Ethnic or Cultural Prejudice as a Motivation for Criminal Activity
- No Evidence of Racism or Sexism Appearing as a Motive for Criminal Activity

Military Personnel Actions
(UIF Statistics)



Dorm Survey Results



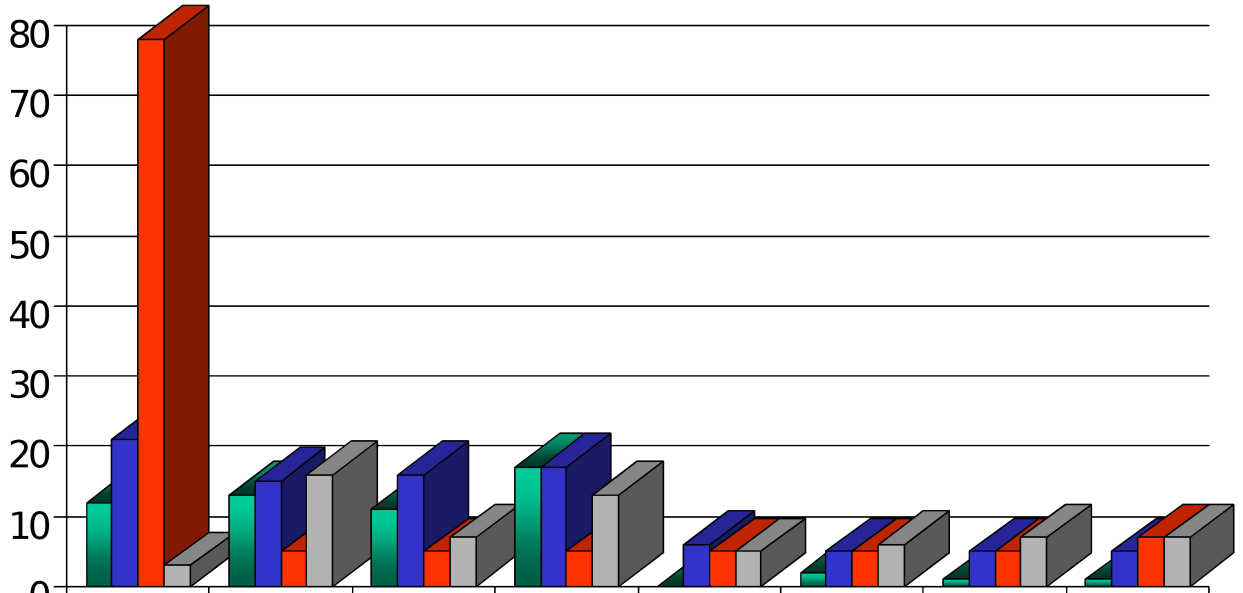
Responses varied; overall concerns focused primarily on physical condition of dorms rather than on human relations climate. Specifically, mold in dorm rooms, lack of heat, lack of hot water, etc. Safety concerns were locks on doors and windows not functioning correctly, loose/missing sheet metal, lights burned out in stairways, etc. Interpersonal relations concerns were of cleanliness, noise levels, etc.

Housing Management Office

- No Formal Complaints this Assessment Period

- Increase in requests to relocate to Andrews from off-base and Summerfield due to perceived high crime rates

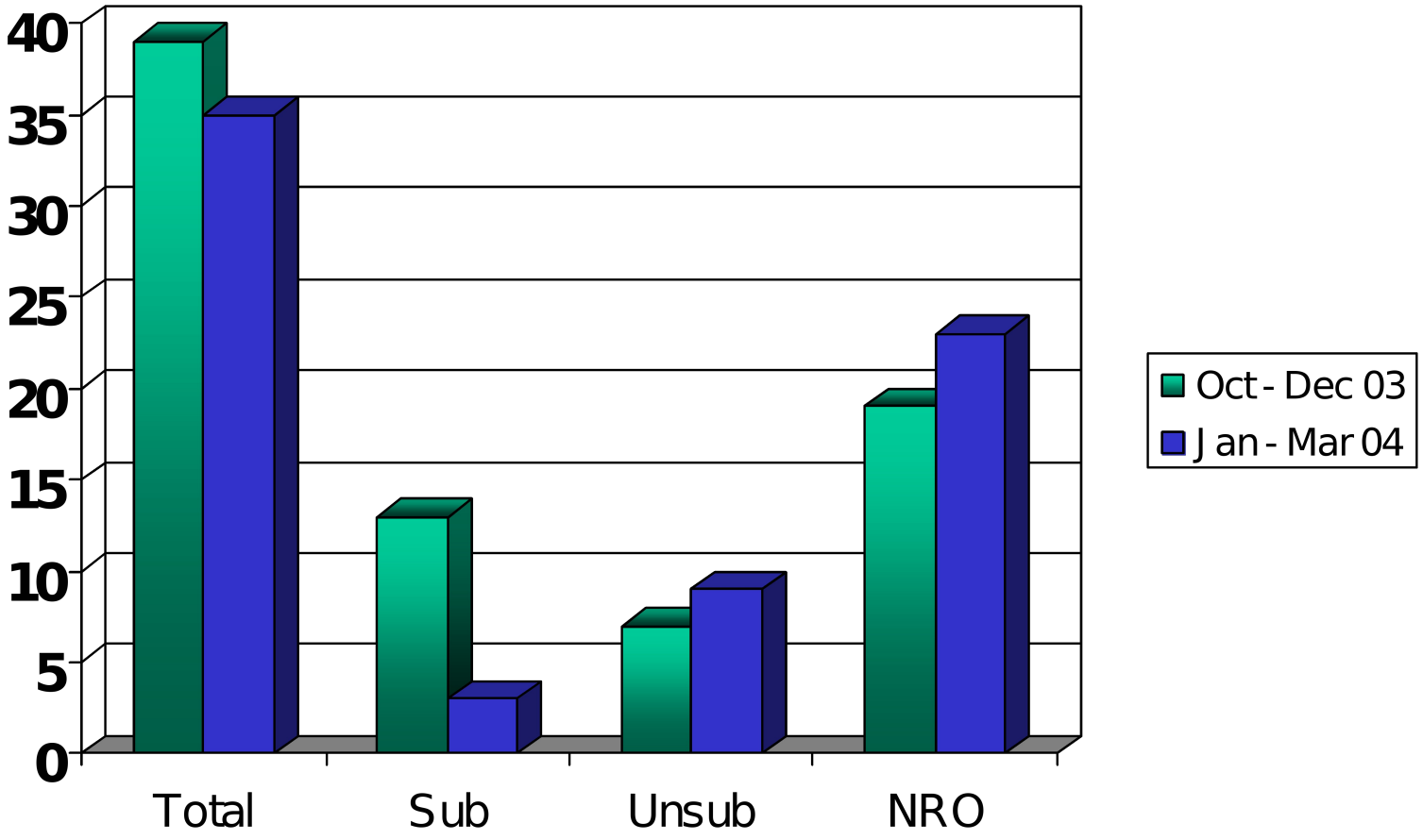
Civilian Personnel Actions



	WM	WF	BM	BF	HM	HF	OTHM	OTHF	
Hired	12	13	11	17	0	2	1	1	↑40
Separated	21	15	16	17	6	5	5	5	↑53
Disciplined	78	5	5	5	5	5	5	7	↑ 3
Promoted	3	16	7	13	5	6	7	7	↓25

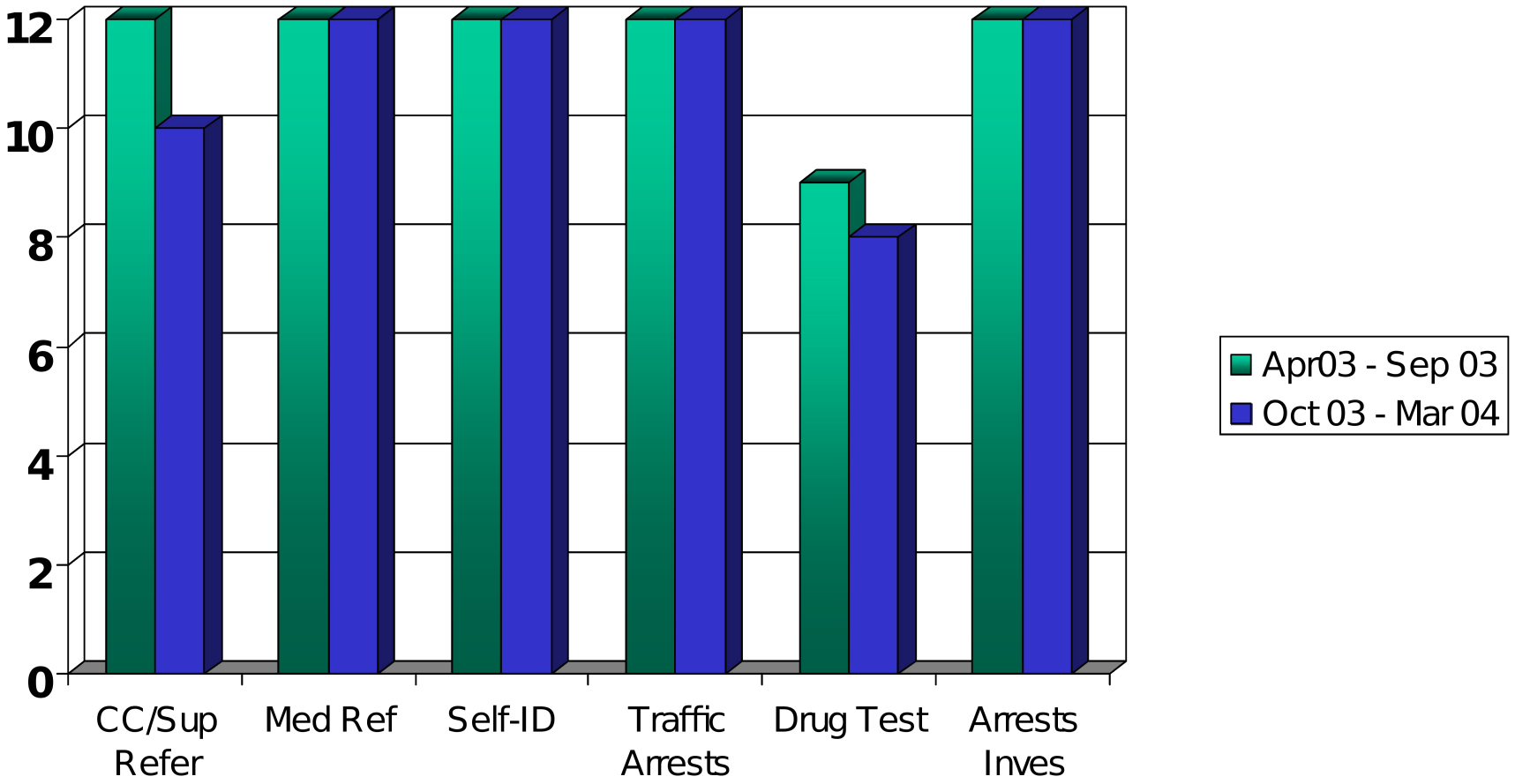
Demographic mix of personnel actions despite increases

Spouse Maltreatment Referrals



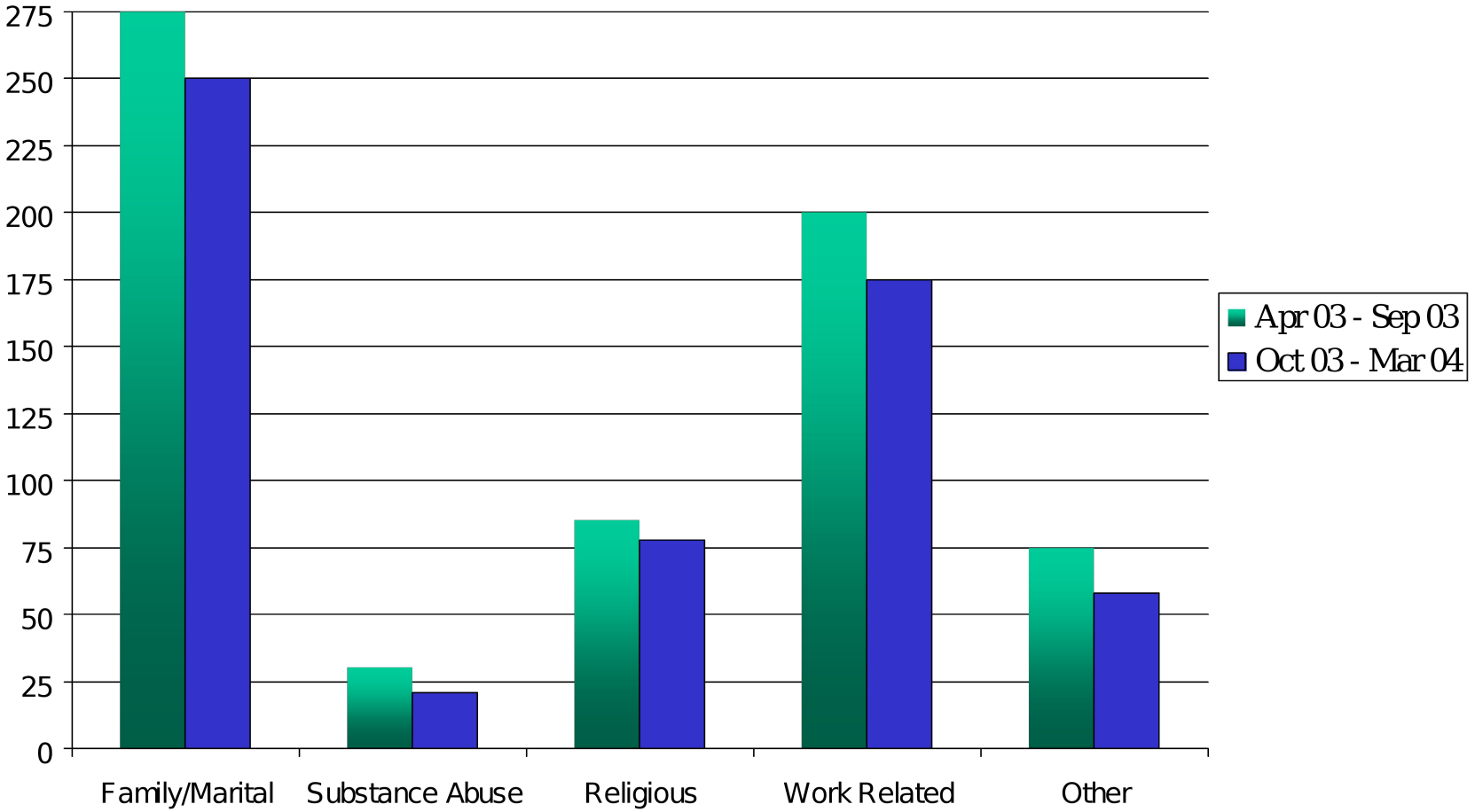
ADAPT

(Source and Number of Referrals)



Chaplain Services

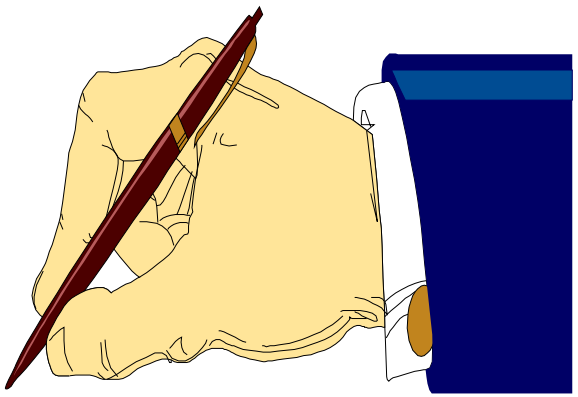
Counseling Trends



Data collection changed this period. Basis for visit captured as one contact as opposed to counting number of times a person visits for the same concern.

Top 10 Reasons Base X Members Separated from the ANG (Significant to Most Impact)

- Pay Gap between Civ/Mil
- Another Job Opportunity
- Perceived Erosion of Benefits
- Educational Opportunity
- Lack of Recognition/ Appreciation
- Lack of Deployment Demands
- Lack of Family Stability
- Substandard Housing/ Inadequate Housing Compensation
- Infrequent TDYs
- Poor Job Satisfaction



(Surveys (25) provided by MPF for the past 2 months)

School Liaison Outreach

- **Under construction**

Wing Climate Assessment

Strong Areas

- Overall UCAs = 71% of those assessed giving favorable opinion
- Diversity of our workforce (on-base and in AF)
- Increased leadership awareness through marketing initiatives
- Freedom to complain evident in referral agency's assistance – no IG reprisal complaints
- No trends indicated in disciplinary actions
- Decrease in ADAPT referrals
- No reported hate/bias crimes or hate group activity
- Commanders and IOs seeking MEO assistance
- No significant disparities overall

Wing Climate Assessment

Area of Interest/Plan of Action

- Potential disproportion of Hispanics receiving traffic citations
  - Decreased citations;
  - Monitor for potential trends
- Dormitory Climate & Quality of Life
  - Increased leadership & dorm management involvement
  - MEO conduct visits & semi-annual dorm assessments
  - Brief dorm residents on assessment results i.e., dorm council meeting
- Military Family Housing
  - Monitor for potential trends
  - Recommend corrective actions to prevent future/repeat occurrence i.e., CC policy on EO placed in housing package, town meetings, etc.
- WCAC Results
  - Monitor & highlight during UCAs; key personnel briefings; and all human relations training classes; IDS & CAIB, if feasible

Questions/Discussion??